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9-25-1992

# Campus News September 25, 1992

La Salle University

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# CAMPUS NEWS **L**

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

September 25, 1992



**La Salle University**

Philadelphia, Pennsylvania 19141

Campus Store

## M E M O R A N D U M

To: Faculty and Administration

From: Tim Hassall, Campus Store

Re: Purchase of Academic Regalia

All members of faculty and Administrative staff who desire to attend convocations and/or commencements are required to have their own academic dress. This academic dress may be rented through the coordinator of the event or purchased through the Campus Store.

For the benefit of those who have been recently appointed and for those who have not as of yet purchased their academic dress, the University is again offering to pay two-thirds of the cost for full-time and one-half of the cost for part-time employees.

On October 14, 1992 a representative from Eastern Education will be on hand to take your orders and answer your questions. He will be set up in the Campus Store directly across from the cashier area from 10 a.m. to 4 p.m. He will have samples of the gowns, tams, and hoods available. Prices will be published in next Friday's Campus News.

If you have any questions please contact me at X 1647.

*Campus News* is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



# LA SALLE UNIVERSITY

VICE PRESIDENT FOR BUSINESS AFFAIRS

PHILADELPHIA, PA 19141-1199 • (215) 951-1050 • FAX (215) 951-1799

TO: Department Heads and others administering University Budgets.  
SUBJECT: Petty Cash

For many years the foundation for monitoring disbursements from department budgets and insuring the validity of transactions has been the reliance on department heads to review their monthly budget reports and let us know of any discrepancies. While this continues to be our primary source, it is clear that some departments are finding it difficult to perform these reviews. Because of the need to insure compliance with Internal Revenue Service regulations, to have an audit trail satisfactory to our independent auditors, and for good business practice, we must enact new regulations regarding the withdrawal and use of petty cash.

For the reasons mentioned above the following procedures will apply to the use of **petty cash**:

1. The maximum amount of any single petty cash withdrawal will be \$50.
2. Petty cash disbursements will be limited to **reimbursements only**. Receipts or other appropriate documentation **must be attached** to the petty cash withdrawal form.
3. Petty cash withdrawal forms **should be signed by the department head**.
4. Petty cash slips can be cashed in the Bursar's Office **only by the person to whom it has been issued**. A University ID card will be required by the cashier when the petty cash withdrawal slip is presented for payment.
5. Petty cash withdrawals should not be made from the following budget classification codes:
  - Salary or wage
  - Professional services
  - Scholarship
  - Capital equipment
  - Postage
6. Travel advances will be administered according to the policy announced in November 1990 and as described on the "Travel Expense Report" form. However, **travel advances will not be approved while a previous travel advance remains outstanding** and for which an expense report has not been presented. *We would remind you that Internal Revenue Service Regulations require travel advances that have not been reconciled within 30 days of the completion of the travel must be reported to the IRS as income to the traveler, even if it is subsequently reconciled. This means that the burden of substantiating the expense will rest with the individual in the preparation of his or her personal income tax return.*

Thank you for your understanding and cooperation. It is not our desire to implement burdensome controls but the circumstances of petty cash have left us with no alternative. If you or your department have any special situation that suggests the need for unique arrangements, please contact Mr. Paul V. McNabb, Comptroller. He will make every effort to accommodate your need.

Sincerely,

David C. Fleming  
Vice President for Business Affairs



## LA SALLE UNIVERSITY

DIRECTOR, UNIVERSITY HONORS PROGRAM  
PHILADELPHIA, PA 19141 • (215) 951-1360

As the announcement represented below indicates, USA Today is in the process of selecting their annual All-USA Academic Team. Andrea Kelly, La Salle Class of 1991, was a third team member two years ago.

If you would like to nominate one of your students for this competition, please give me a call (Ext 1360) or drop me a note and I will forward to you a copy of the application form. I will be happy to "sign on" as the requisite "administrator/deean/

John S. Grady



1000 WILSON BOULEVARD  
ARLINGTON, VA 22229  
(703) 276-3400

September, 1992

Dear Academic Officer:

USA TODAY, in cooperation with four higher education associations, is beginning its annual search for the nation's best college students. Sixty of them will be named to our 1993 All-USA Academic Team.

We use the word "team" to draw a parallel to athletic honors and to send a message that academic skills deserve at least equal recognition to scoring touchdowns and sinking jump shots.

The recognition, however, will be more than equal. The students selected to our first, second and third teams will be featured in a special section of our newspaper, planned for February 5. The 20 first-team members will be invited to receive their awards at a ceremony in Washington, D.C.

Each of the first team members will receive a \$2,500 cash award.

We invite you and your faculty to nominate a qualifying student on the enclosed form. To nominate more than one student, please duplicate the form.

Any full-time undergraduate is eligible. Each nomination must be signed by a faculty member familiar with the student's work and an administrator.

Criteria for the team were developed in consultation with our co-sponsors, the National Association of Independent Colleges and Universities (NAICU), the National Association of State Universities and Land-Grant Colleges (NASULGC), the American Association of Colleges for Teacher Education (AACTE) and the Council for Advancement and Support of Education (CASE).

Winners will be selected by a panel of educators, chosen in cooperation with our co-sponsors.

The criteria are designed to find students who excel not only in scholarship but in leadership roles on and off campus.

The key element, to be given most weight by the judges, will be a student's outstanding original academic or intellectual product. The judges will be influenced by the student's ability to describe that outstanding endeavor in his/her own words. They will not read an author's work, see an artist's painting or hear a composer's music. They will rely solely on the student's ability to describe the effort in writing, supplemented by recommendations from the nominating professor and up to three other persons of the nominee's choice.

Thanks for your help. We look forward to receiving your school's nomination.

Sincerely,

*P. S. Prichard*

Peter S. Prichard  
Editor

MINUTES, MEETING #1  
FACULTY SENATE, LA SALLE UNIVERSITY  
5 MAY 1992

PRESENT: David Cichowicz, Lawrence Colhocker, FSC,  
Richard DiDio, Craig Franz, FSC, Patricia Gerrity,  
Richard Geruson, William Grosnick, Prafulla Joglekar,  
Mary Lou McHugh, Barbara Millard, Lynn Miller, Laura Otten,  
Joseph Seltzer, John Seydow, Edward Sheehy, FSC,  
Joseph Volpe, Ellen Wall, Samuel Wiley, Zane Wolf

EXCUSED: Nicholas Angerosa, Gloria Donnelly

1. Officers for the new Senate were elected. The results were:

PRESIDENT: John Seydow  
VICE-PRESIDENT: Joseph Seltzer  
SECRETARY: Joseph Volpe

2. Two representatives to University Council were elected. The results were:

(2 year term) David Cichowicz  
(1 year term) Barbara Millard

3. The Executive Committee then made the following Senate Committee appointments:

ACADEMIC AND FACULTY AFFAIRS COMMITTEE

William Grosnick (chair)  
Patricia Gerrity  
Craig Franz, FSC  
Nicholas Angerosa

COMMITTEE ON COMMITTEES

Zane Wolf (chair)  
Laura Otten  
Prafulla Joglekar  
Edward Sheehy, FSC

FACULTY AFFAIRS PLANNING COMMITTEE (FAP)

Samuel Wiley (chair)  
Lynn Miller  
Richard DiDio



Richard Geruson

STUDENT AFFAIRS AND CAMPUS LIFE COMMITTEE

M. Ellen Wall (chair)  
Lawrence Colhocker, FSC  
Mary Lou McHugh  
Gloria Donnelly

4. In light of FAP's salary equity study a Senator brought to the attention of the full Senate a report published in the March/April issue of ACADEME (a journal of the AAUP). The report, which includes figures from La Salle University among others, states that the average female assistant makes almost \$4000 less than the average male assistant, the average female associate makes over \$5000 less than the average male associate, and the average male assistant makes \$400 more than the average female associate (with data for other ranks not reported). Given these findings the Senator urged that FAP proceed with great haste and care in completing its salary equity study.

A moderately extended discussion followed the presentation of the results from the ACADEME report. In the course of that discussion a member of FAP stated that FAP was investigating salary inequities associated with a number of variables including gender. The FAP member further noted that factors such as differences in the number of years of experience might account for the gender difference in salaries. It was also noted by that member of FAP that the investigation was nearly complete.

5. Agenda items for the Executive Committee's summer workshop were solicited. The agenda items proposed included the following:

- (1) to pursue the issue of a performance assessment process for administrators
- (2) to investigate the question of appeal in issues of tenure and promotion
- (3) to address the creation of perceived heavier levels of administration and whether the Senate should be consulted in the creation of administrative positions
- (4) to consider, given the growth of the university in size and complexity, what role the faculty has in the governance of the university

- (5) to consider what the changes in the School of Continuing Studies mean for the goals of the university
- (6) to determine the role of faculty in the decisions of the Science Building Committee
- (7) to investigate the possible expansion of sabbaticals and research leaves

6. Agenda items for Senate consideration in the academic year 1992-1993 were solicited. The agenda items proposed included the following:

- (1) to meet with President Burke early in the academic year to discuss, among other things, his vision for the university
- (2) to study teaching loads
- (3) to consider revising the grading system to include a plus and minus option
- (4) to establish a closer liaison with the Senate in matters having to do with, for example, racial conflict
- (5) to consider the matter of titles for adjunct faculty
- (6) to hear from the Market Review Committee
- (7) to consider the form and role of Senate minutes
- (8) to consider the issue of equity in committee distribution
- (9) to consider whether all Senate meetings should be open meetings
- (10) to review Senate election procedures
- (11) to review the procedures of the Committee on Committees for making appointments
- (12) to develop a Freshman Senator's handbook

7. A motion to adjourn was made and seconded. The meeting was adjourned at 4 P.M., 5 May 1992.

Respectfully submitted by,

Joseph Volpe  
Secretary, Faculty Senate



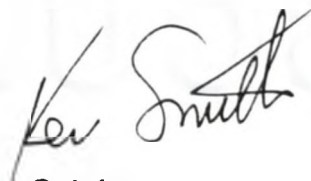
## La Salle University

Director of Purchasing

September, 1992

To : **University Community**

From: Kenneth G. Smith, Director of Purchasing



Re : **La Salle University Office Supplies Catalog**

Last week, a copy of the 1992-93 La Salle University Office Supplies Catalog was distributed to the University Community. This new catalog contains more items than were listed in previous versions and is designed to be used in conjunction with Boise's illustrated catalog, copies of which are available in The Campus Store.

The new La Salle University Office Supplies Catalog has several features designed to assist you when you order office supplies, including:-

**Catalog Number** - the manufacturer's stock number. This is a change from previous catalogs.

**Cat. Page** - the page in Boise's catalog on which the item is located

**Mfrs. Name** - who manufactured the item

**Size / Color** - of the item

**Qty / Pkg** - the size and color of the item where applicable

**Issue Unit** - the minimum quantity which you may order (it may be less than the "Qty / Pkg.")

**Unit Cost** - La Salle's cost for the item (the cost shown in the Boise catalog is the list price)

Since the "Catalog Number" of the items listed has been changed, it is important to refer to the University Catalog when you are preparing your requisition for office supplies.

If you have any questions, or need additional copies of the La Salle Office Supplies catalog, please contact Purchasing.

Learn more about:

**MASCULINITY**

and

*INTIMACY*

Monday, September 28

6:30 - 8:00 pm

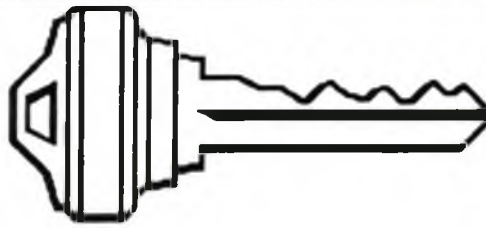
Room

*Drs. Bill Stayton and Gerry Evans present an interactive opportunity to explore the challenges that men face with intimacy.*

Organized by Committee on Sexuality and Sexual Minorities (COSASM).  
Co-sponsored by the Department of Psychology, Human Services Psychology,  
Women's Studies, FIJI, Athletics, SGA.

# RELATIONSHIP WEEK '92

**Keynote**



**Address**

**"ACTIONS, ATTITUDES and AIDS  
among College Students"  
by  
Richard Keeling, M.D.**

Dr. Keeling is Director of the Department of Student Health and Associate Professor of Internal Medicine (Hematology/Oncology) at the University of Virginia and a nationally recognized authority on AIDS education, prevention and intervention services for college and university students.

**A presentation for faculty  
and staff:**

**Tuesday, September 29, 1992  
2:30 pm — 3:30 pm  
Olney 100**

**(A presentation to the entire University community will precede this presentation from 12:30 pm — 1:30 pm in the Dan Rodden Theater.)**

—PERMISSION TO POST - Campus Ministry Center



University I.D. & Gold Card Account Office  
Philadelphia, PA 19141-1199 • (215) 951-1LSU

To: The University Community  
From: Joseph Smallberger  
Manager, I.D./Gold Card Account Office  
Re: I.D./Gold Card Account Office hours  
Date: 9/25/92

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The I.D./Gold Card Account Office is located in the lower level of the Student Union building adjacent to Arcade room and Pete's Barber shop.

### **Office Hours**

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 8:00 p.m.

\*All weekend hours will be handled by the Supervisor on duty in the Food Court from 10:00a.m. to 6:00p.m daily. They can be reached at 951-1418/1857 or through the Cashier at the 20th St. Grill.

Security will be available for Temporary Cards when the I.D./Gold Card Account Office is closed.

Please contact me at x1578 for any special situations that may require additional personnel on the weekends.



## **La Salle University**

Philadelphia, Pa. 19141

215-951-1315

Physical Facilities

Physical Facilities has the following open positions:

### **ELECTRICAL MECHANIC**

Experienced electrical mechanic needed. Responsible for general electrical maintenance. Needs to be familiar with voltage up to 480, ability to read schematic diagrams and have trouble shooting abilities. Knowledge of alarm systems would be helpful. Must have tools and a valid drivers license. Experience in a campus setting preferred. Rotating second shift mandatory. Full benefits package including tuition remission. Apply to Superintendent of Maintenance. AA/EEO

### **LOCKSMITH**

Currently have a position open for an experienced locksmith. After orientation, regular shift is 3:30 p.m. to Midnight. Responsible for maintaining the integrity of doors and their locks for office buildings and residences halls. Experience with Best cores and a familiarity with electronic locking and ID systems preferred. Maintenance may be required on weekends. Experience in a campus setting preferred. Full benefits package including tuition remission. Apply to Assistant Director of Physical Facilities, HVAC. AA/EOE

### **HVAC MECHANICS (2)**

Needed to do general repairs & maintenance in residence halls and office buildings. Air conditioning experience required. Experience with EMS, boilers & plumbing desirable. Must have a valid drivers license. Experience in a campus setting preferred. Full benefits package including tuition remission. Rotating second shift mandatory. Apply to Assistant Director of Physical Facilities, HVAC. AA/EOE

9/25/92





**La Salle University**  
Philadelphia, Pennsylvania 19141

**Economics Department**

Position Available

The Economics Department has an opening for a department secretary. This is a 20 hour per week position. This position requires the ability to perform professionally, with no direct supervision, and to act as administrative support to all department faculty. As well, this person serves the secretarial needs of the department chair.

The department secretary also serves to facilitate interaction between the faculty and students by maintaining faculty schedules and fielding general inquiries from students. The secretary acts as liaison between the department and all other departments within the university and maintains contact with outside vendors to accomplish the various duties of the job.

**Duties:**

Draft and edit memos, letters, and proposals for the department chair and all other faculty

Maintain a filing system for all faculty, student and alumni records

Supervise student workers

Keep minutes for department faculty meetings

Coordinate all department mailings

Maintain department office supplies

Maintain all computer records

Assist with publication of the department newsletter, "Economic Indicators"

Assist with or Coordinate other projects designated by the department chair

**Skills:** Light typing, Wordprocessing, Computer literacy.

Contact Dr. Geruson in the Economics Department at 951-1178.

**215-951-1178**



*Announcing*



*It's  
a  
Boy*

*Born: Tuesday, September 22  
8 lbs. 20 inches*

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**L** **SPORTS**  
**INFORMATION**

215/951-1605  
Colleen Corace  
Assistant Director  
Robert Vetrone, Sr.  
Assistant Director

La Salle University • Athletic Department • 1900 West Olney Avenue • P.O. Box 805 • Philadelphia, PA 19141

**MEMORANDUM**

**LA SALLE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
CAMPUS SCHEDULE**

**ADMITTANCE TO ALL OF THE EVENTS LISTED BELOW ARE FREE**

<b>DATE</b>	<b>SPORT</b>	<b>OPPONENT</b>	<b>LOCATION</b>	<b>TIME</b>
9/29	Field Hockey	Hofstra	DeVincent Field	3:30
9/30	W.Tennis	Villanova	La Salle Courts	3:30
9/30	W.Soccer	Monmouth	McCarthy Stadium	4:00
10/3	W.Tennis	Bucknell	La Salle Courts	Noon
10/3	Field Hockey	Davis & Elkins	De Vincent Field	Noon